

2008 License Renewal Information

The information you need to know concerning a practitioner and establishment renewal and the online renewal method is below.

Please be advised the Board is currently reviewing the licensing fees and will be proposing for them to be increased in the near future. Therefore, a delay in securing your next renewal may result in a requirement to pay a higher licensing fee.

Practitioner Renewal

The next renewal cycle for a practitioner will include significant changes, such as:

- * It will include a photograph of the practitioner;
- * It will be for a biennial cycle (or for two years);
- * The next expiration date will be generated by the practitioner's birthday.

A renewal can be processed for a 2008-2010 license when the following information is provided:

- * 2 x 2 passport photograph;
- * copy of your driver's license;
- * check or money order for \$24.

Shop Renewal

A shop renewal will also experience changes, as the salon owner will be allowed to choose the renewal cycle that works best for him/her. The options are to renew:

- * annually on December 31, which would require a \$20 payment;
- * bi-annually on December 31, which would require a \$40 payment;
- * bi-annually on the owner's birthday in conjunction with a practitioner license, which would require a \$64 payment that includes both the practitioner and salon renewal fees.

A shop renewal can be processed when the owner submits the following information:

- * preferred option from the above list;
- * 2 x 2 passport photograph;
- * copy of the owner's driver's license;
- * check or money order for the appropriate fee based on the option chosen.

FOR CORPORATIONS: Corporately owned establishments do not have to provide a 2 x 2 passport photograph. Instead, please note on the correspondence you submit to the office that the establishment is corporately owned. No photograph will appear on these licenses.

Online Renewal

Online renewals are the preferred method; however, this option will not be immediately available.

When it is available, it may not allow a practitioner to upload a photograph during the online renewal transaction.

If arrangements cannot be made to allow for the uploading of a photograph, then a practitioner would need to mail the following information to the Board's office after renewing online in order to complete the renewal process:

- * 2 x 2 passport photograph;
- * copy of his/her driver's license;
- * copy of online verification form.

Directions will be posted on the website once the online capability is activated.